

City-Wide Global Administrative Record Retention Schedules

Schedule #	Record Title	Record Content & Purpose	Retention Period	Final Disposition	Approval Status
10-0052	<u>Accounts Payable Records- Departments (Paper Copies)</u>	This schedule provides city-wide uniformity for the retention and disposition of records related to Accounts Payable Records- Departments. This records series includes copies of Control Group Reports generated from the FMIS system along with accompanying invoices received by all city departments. Invoices are approved for payment by the Office of the Comptroller after departments submit these documents for review. NOTE: Individual department records are available electronically under Schedule (211) 02-E016, via E-Vault, to authorized users. Department heads must submit a letter of request to the Document Services Manager (E-Vault Administrator) for designated personnel to have access these records, with approval by the Office of the Comptroller. Access is limited to an employee's department.	Event (Paperwork submitted to Comptroller for approval) + 6 months	Destroy Under Supervision	CIMC approved 6/6/2011, State Records Board approved 8/22/2011
08-0010	<u>Audio Recordings of Official Meetings</u>	This schedule provides city-wide uniformity for the retention and disposition of records related to Audio Tapes of Official Meetings. This schedule governs the audio recordings of the official meetings created for the purpose of documenting formal minutes of the actions taken by all City of Milwaukee Boards, Commissions and Committees and formal related standing committees, subcommittees and task forces. This schedule complies with Wis. Stat. §19.21 (7).	Event (Approval of meeting minutes) + 90 Days	Destroy Under Supervision	CIMC approved 3/21/2019, State Records Board approved 06/10/2019
18-0040	<u>Calendars- City Employees</u>	Records documenting and facilitating routine planning, scheduling, and similar actions related to meetings, appointments, trips, visits, and other activities of City employees. Includes calendars, appointment books, notes, diaries, and similar records. These records, when describing the activities of non-elected City employees, typically do not retain much administrative value beyond the events to which they pertain.	Creation +1 year	Destroy Under Supervision	CIMC approved 6/14/2018, State Records Board approved 8/27/2018

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18-0041	<u>Calendars-Elected Officials and Department Heads</u>	Records documenting and facilitating routine planning, and similar actions related to meetings, appointments, trips, visits, and other activities of elected officials and bureau heads. Includes calendars, appointment books, notes, diaries, and similar records. These records, when describing the activities of elected city officials and department heads, often prove critical information about the activities of those officials for the purpose of both historical research and government transparency. At the point of retirement or end of an elected official's term, these records should be sent to the City Archives for permanent archival retention.	Event (Retirement/End of Term) + 3 years	Transfer to City Archives at City Records Center	CIMC approved 6/14/2018, State Records Board approved 8/27/2018
10-E052	<u>City of Milwaukee Global Record Schedules</u>	This schedule provides city-wide uniformity for the retention and disposition of records related to City of Milwaukee Global Record Schedules. A list of global retention schedules authorized by the City of Milwaukee Information Management Committee (CIMC) will be maintained on the City's Computerized Records Management System (CRMS) administered by the City's Document Services Manager. The list will include a description of all record schedules with formally approved retention periods and final dispositions. Information on the content, nature and purpose of each type of record or record series for which a global schedule has been established will also be included, as well as documentation regarding storage location and media used for maintaining record series. This list will also be posted on the City's Intranet known as "MINT", and be made available to City departments upon request.	Retained on the MINT located on the City's Intranet; CRMS, Records Center Network	Permanent	CIMC approved 9/2/2010, State Records Board approved 2/22/2011

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19-0021	Contracts and Agreements (Non-Purchasing)	Contracts executed by City departments or on behalf the City of Milwaukee as a whole, with or without Purchasing mediation, including commodity contracts, service contracts, intergovernmental cooperation agreements, and leases. The series contains the executed contract itself, as well as original winning bids or proposals, bid tabulations, compliance reporting documents, and official correspondence. Departmental contract files may include supplementary information of operational rather than fiscal use, which should be maintained by the department for the full retention period. Following the completion of the contract terms, the contract itself and financial documentation should be transferred to the Office of the Comptroller, which will retain it under Schedule 19-0043 <u>Contracts-Comptroller Execution</u> .	Event (Close of Contract) + 6 Yrs.	Transfer to Controller's Office Schedule 19-0043	CIMC approved 3/21/19, State Records Board approved 6/10/19
19-0003	Department Employee History Cards	Record of an employee's history with the City of Milwaukee and constituent departments, including information about job title, date of appointment, rate of pay, unpaid time off, and termination/retirement. In addition to the City Service history card maintained by the Department of Employee Relations under Schedule 09-0025, several major departments, including Health, Fire & Police Commission and DPW also maintained these records for their employees. The department cards either supplemented or replaced the information on the City Service cards, and are of ongoing administrative value for pension calculations, as well as for historical reasons. The official record will be maintained electronically for the full retention period. To comply with Wis. Stats. §§ 137.20 and 16.61 (7) for the authenticity, accuracy & accessibility, the original input documents will be imaged or reformatted and subject to review, to ensure the images of these records are electronically stored and the quality of the images is acceptable. Upon verification of the quality and retention of electronic images, the input record will be destroyed.	Event (Termination/Retirement) + 2 Yrs.	Transfer to City Archives at the City Records Center (E-Vault)	CIMC approved 3/21/19, State Records Board approved 6/10/19

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Schedule #	Record Title	Record Content & Purpose	Retention Period	Final Disposition	Approval Status
19-0040	Employee Exposure Records	Records of employee exposure to workplace hazards, including chemical, excessive noise, radiation, asbestos, and lead. The series includes a report on the specifics of the incident and any City-created form, report, or record that relates to the incident; also included are personal exposure samples, wipe samples, bulk samples, and reports/inspections of activities related to actual or potential exposures. Exposure records must be kept for 30 years following the exposure and subsequent investigation, per requirements listed in OSHA 29 CFR § 1910.120. For policies and procedures related to employee exposure, use Schedule 11-0037 (Safety Records). For original versions of employee medical records, use Schedule 11-0036 (Personnel Records-Medical).	Event (Close of Record) + 30 Yrs.	Destroy Under Supervision	CIMC approved 3/21/19, State Records Board approved 6/10/19
19-0015	Grant Files	Records related to administration of grants received by City Departments. Grant files may include, but are not limited to, the initial application, associated Common Council resolution authorizing or accepting grant funding, award/agreements, terms and conditions, vendor invoices, activity reports, budgetary statements, reimbursement requests, completion documentation, and other correspondence between the department and the granting agency. Per 2 CFR §200.333 and OMB Circular A-81 (Uniform Guidance), and following Wisconsin Grant Reporting Guidelines, most grant records should be retained for a minimum of 4 years following submission of the final report. Some granting agencies or foundations may have additional requirements above and beyond this minimum, in which case adoption or use of a program-level grant schedule is indicated.	Event (Final Report Submitted) + 4 Yrs.	Destroy Under Supervision	CIMC approved 3/21/19, State Records Board approved 6/10/19

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Schedule #	Record Title	Record Content & Purpose	Retention Period	Final Disposition	Approval Status
19-0016	Grant Files- City Administered	Records related to administration of grants funded by City departments, either directly or as a pass-through (as in the case of Community Development Grants Administration). Grants may be made to individuals, organizations, or other departments. Files may include, but are not limited to; the initial application, associated Common Council resolution authorizing or accepting grant funding, award/agreements; terms and conditions; vendor invoices; activity reports; budgetary statements; reimbursement requests; completion documentation; and other correspondence between the department and the granting agency. Some granting agencies or foundations may have additional requirements above and beyond this minimum, in which case adoption or use of a program-level grant schedule is indicated.	Event (Final Report Submitted) + 6 Yrs.	Destroy Under Supervision	CIMC approved 3/21/19, State Records Board approved 6/10/19
19-0018	Grant Final Reports	Final narrative reports for grants received or administered by City departments. These reports typically document the activities and impact of a particular grant project, and as such are critical for tracking the historic activities of the granting department or other unit. This series also includes any supplemental material associated with these reports, such as appendices or data sets submitted as part of documentation.	Creation + 3 Yrs.	Transfer to the City Archives at the Municipal Research Library	CIMC approved 3/21/19, State Records Board approved 6/10/19
19-0017	Grant Proposals- Rejected or Withdrawn	Grant applications and supplementary materials for grants not selected to receive funding by grant-administering City departments or programs, or for withdrawn or incomplete applications. Files typically include an application, correspondence, and official notification; grants specifically aimed at organizations may also include staff resumes, IRS Form 990s, annual financial statements and charter documents. These records are retained to ensure fairness and transparency in the granting process.	Event (Date of Denial/ Withdrawal) + 3 Yrs.	Destroy Under Supervision	CIMC approved 3/21/19, State Records Board approved 6/10/19

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17-0052	<u>Hazardous/ Environmental Waste Disposal Manifests</u>	This City of Milwaukee Global schedule limits liability associated with sending waste for disposal. Due to the long-term potential harmful effects of mishandled substances to human health or the environment, and in keeping with State General Schedule RISK0071- Waste Disposal Site Records, this schedule's disposition will be permanent. Examples of hazardous or environmental substances may include, but are not limited to, biomedical waste (blood, specimens, tissue, sharps, infectious or pathological waste, etc.), automobile waste chemicals (oil, antifreeze, fuel, etc.), paint (thinners, solvents, etc.), asbestos, pesticides, herbicides, batteries, etc. Department records may include, but are not limited to, receipts from waste removal facilities, certificates of destruction, disposal company information, certificates of proper handling, collection log sheets, the identity, composition, and quantity of material removed.	Permanent	Permanent	CIMC approved 12/14/2017, State Records Board approved 03/12/2018
15-0007	<u>Minutes- City Boards, Commissions, Committees and Task Forces</u>	This record series includes Minutes of all official City of Milwaukee Boards, Commissions, Committees and Task Forces in accordance with the Milwaukee Code of Ordinances, Section 305-32-2a. All copies of Minutes that are maintained by City departments are for reference purposes only. Minutes are to be sent directly to LRB by staff of official bodies upon approval.	Event (Approval of Minutes) then transfer to LRB	Permanent	CIMC approved 6/1/2015, State Records Board approved 8/24/2015
07-0001	<u>Open Records Requests</u>	This schedule provides city-wide uniformity for the retention and disposition of records related to Open Records Requests, and compliance with the Wisconsin Open Records Laws. This includes any formal written requests received from the public, any copies of written responses, either approving or denying public requests, as well as copies of the records supplied.	Event (Response to request provided) + 3 Years	Destroy Under Supervision	CIMC approved 3/9/2017, State Records Board approved 6/12/2017

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Schedule #	Record Title	Record Content & Purpose	Retention Period	Final Disposition	Approval Status
12-0033	<u>Organizational History</u>	This schedule provides city-wide uniformity for the retention and disposition of records related to Organizational History of individual city departments. This records series includes documents/documentation related to the implementation, modification and/or discontinuation of programs and services, as well as managerial and/or staff initiatives and/or projects that significantly impact services, operations, and programs provided/administered by the department. Other records in the series might include letters of commendation, awards, certifications and other statements of recognition regarding the department's accomplishments.	Creation + 20 Years then transfer to City Records Center for MPLSCREEN	City Archives at MPL	CIMC approved 12/4/2012, State Records Board approved 2/25/2013
19-0039	Safety Data Sheets	Information sheets supplied by manufactures and importers of hazardous chemicals, as required under the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard. Safety Data Sheets (SDS) are required to be presented in a consistent 16-section format to provide City employees with information about the chemicals and possible dangers, safe handling information, and exposure control information. Per OSHA rules, SDS must be retained until superseded or for 30 years after the use of the chemical is discontinued.	Event (Chemical Use Discontinued) + 30 Yrs.	Destroy Under Supervision	CIMC approved 3/21/19, State Records Board approved 6/10/19
18-0042	<u>Subject Files- City Departments and Elected Officials</u>	Records pertain to the formulation, planning, implementation, modification, or redefinition of the policies, programs, services, or projects of a City Department or office of an elected official. Files may contain, but are not limited to, correspondence, notes, memoranda, reports, publicity material, e-mails or other electronic communications, project planning records, clippings, and other material relevant to the event, person, policy or program. Records of this type are usually, though not always, kept as official records by the Department Head/elected official or other designate. These records have high administrative and historical value and should be transferred to the City Archives for permanent preservation at the end of their retention period.	Creation + 7 years	Transfer to City Archives at the Milwaukee Public Library	CIMC approved 6/14/2018, State Records Board approved 8/27/2018

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10-0025	<u>Time Keeping Records (Paper)</u>	This schedule provides city-wide uniformity for the retention and disposition of records related to Time Keeping Records (Paper). This schedule is for all city departments that use formal paper records to document employees' hours worked prior to entering this information into a computerized payroll system, recognized by the departments as a formal mechanism for issuing pay checks. Employees/managers have 2 years to dispute discrepancies in the entry of hours worked with a designation of payment type (vacation, sick leave, FMLA, etc.). This series is specific to time keeping paper documents when the entire content of the paper documents is reflected in electronic records on an officially recognized payroll system used by a city department.	2 Years	Destroy Under Supervision	CIMC approved 3/4/2010, State Records Board approved 5/17/2010
14-E015	<u>Time Owed and Allowed Reports (Electronic)</u>	This schedule provides city-wide uniformity for the retention and disposition of records related to Time Owed and Allowed Reports. This record series includes Time Owed and Allowed Balance Reports which contain employee name, employee ID, Vacation, TVA, Sick Leave, Comp Time, Injury Hour balances earned, taken and total for each employee by City Department.	Current Year + 2 Years	Purge	CIMC approved 3/12/2015, State Records Board approved 3/9/2015

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18-0043	<u>Transitory Correspondence</u>	Correspondence and other related records of short-term interest which have no documentary or evidentiary value. Transitory messages do not set policy, establish guidelines or procedures, document a transaction or become a receipt. Examples of transitory correspondence include letters of transmittal that do not add information to the transmitted materials, routine requests for information that require no administrative action, policy decision, special compilation or research. This type of record also includes invitations to work-related events, out-of-the-office auto-reply e-mail messages, individual missed call/"while you were out" memos, "thank-you's", exchanges and reminders concerning that day's events and meetings, broadcast e-mail messages and other similar records. The series may also include text and instant messages of a purely short-term operational nature. Once the immediate use or event to which transitory correspondence pertains has passed, records in this series should be destroyed.	Event (No longer needed)	Destroy Under Supervision	CIMC approved 6/14/2018, State Records Board approved 8/27/2018
19-0010	Visitor Access Logs	This record series includes documentation related to temporary assignment of access to facilities or secure areas on City of Milwaukee properties. Information contained in logs may include, but is not limited to; visitor's full name; company or department affiliation; dates and times entered and exited; purpose of visit; who granted the access; approval number; location of access- such as specific doors opened by specific cards; and any notes.	Fiscal Yr. + 3 Yrs.	Destroy Under Supervision	CIMC approved 3/21/19, State Records Board approved 6/10/19